

City of Ecorse
Job Description
(AFSCME Union Position)

TITLE: CLERK – GENERAL DEPARTMENT

General Summary:

Under the general supervision of the Controller or assigned Department Head, performs various clerical duties. This position may be assigned to various Departments or projects throughout the year as needed.

May perform the following:

- May assist Housing Rehab and Engineering in the Building Department in processing permits, business licenses, and rental registrations when needed
- May assist in the Treasurer's Office during tax season or as needed
- May assist in the Clerk's Office during elections or as needed
- May assist the Assessor in answering phone inquiries on property assessment and real estate issues
- May assist in the Controller's Office or Water Department as needed

The above statements are intended to describe the general nature and level of work which may be performed. They are not to be construed as an exhaustive list of all job duties performed.

Employment Qualifications

Education: Possession of a High School Diploma or its equivalent with supplemental courses in business, typing and data entry

Experience: A minimum of two years clerical experience. Some knowledge of Microsoft Word and Excel helpful.

HOW TO APPLY: Resumes and applications must include work experience and three professional references. Applications are available on the City Website. Send resume and application to The City of Ecorse, 3869 W. Jefferson, Ecorse, MI 48229, and Attention: City Clerk.